

NASA Electronic Forms Initiative (EFI) -- NASA Electronic Forms (eForms) Migrating to New Enterprise Application Software

The NASA Electronic Forms System (NEFS) is a suite of tools for filling out, signing, submitting, archiving, and tracking electronic forms using your desktop computer. Many eForms users are aware that the “Desktop eForms” application (FileNet) is at end of life and no longer runs on the latest Mac Operating System (Mac Lion and above). As a result, NASA and Center forms designers have already begun the process of converting NASA’s existing inventory of forms to Adobe PDF format to provide the ability to open and utilize the eForm’s functionality on both ACES and non-ACES Windows and Mac platforms with Adobe Reader installed. At the end of FY12, the NASA OCIO obtained the opportunity to begin the procurement and installation of the new NASA enterprise forms solution, Adobe LiveCycle Enterprise Suite 4 (ES4), to resolve the impacts that the NASA user community is experiencing with the FileNet solution. The NEACC and NASA Center Forms Teams have been jointly working the EFI project to stand-up the centralized Agency solution at the NDC. As the Agency rolls-out the new Adobe LiveCycle ES4 solution, Centers have prioritized the most used forms to be converted first, with the rest following in order of usage statistics. The goal is to create all newly requested forms in the LiveCycle solution, and to convert the existing inventories of forms to the LiveCycle solution as additional ES4 components are acquired and Center resources are available to support.

As forms are converted, the links to them will appear on this NASA Electronic Forms site (<http://nef.nasa.gov>) and be available for download. Availability to a LiveCycle form will be indicated with a link labeled “PDF-LC”. Many forms have already been converted to PDF format, and those are indicated with a link labeled “PDF”. Click the link to download the form. If you do not see the link, the form is not yet available in an Adobe format. Viewing and completing the form will require Adobe Reader (version 10 or later), which is included in the NASA standard. Users will continue to be able to fill out, save, and print the forms. At this time, saved eForms will continue to reside on your desktop or where the eForm is currently saved.

If you are a MacOS user, you will no longer be able to open previously completed forms in the FileNet format (*.ifm) after you are upgraded to Mac Lion or above (10.7+). If you wish to preserve previously completed forms, open them in FileNetDesktop eForms application and “Save As” a PDF format. Please note, the PDF saved from FileNet is read-only and you will not be able to modify the data in the form.

For more information or questions please contact your Center Forms Manager listed below.